



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 1 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

GENERAL INFORMATION

1	Document category		Regulations
2	Document approver		Vocational and Professional Council
3	Minimum list of document users to be notified upon release of document update		Principal and CEO; Deputy Principals; Directors; Deputy Directors; Administrative Staff; Academic Staff; Students
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H	DCN #	Date released	Change originator
	86/2025	16.12.2025	Ms Liza Franco
	Change history (Section/change details)		
	A thorough update of the MCAST Library regulations aimed at aligning documentation to current practices at the library. The main changes include:		
	<ol style="list-style-type: none"> 1. inclusion of sections dedicated to <i>Friends of the MCAST library</i> 2. Updated regulations related to damaging of library items 3. Reviewed Fines and loan amounts and loan duration periods 4. Reviewed nomenclature for Library Management and related Staff 5. Formatting of document via the inclusion of a number of sub headings 6. Reviewed and updated code of conduct within the library and cross reference to related MCAST documents 7. Inclusion of a Study Area Noise Regulations section 		
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	30/2019	19.09.2019	Albert Agius
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	Updated Instructions for document users. Updated paragraphs 1.6; 6.1. 7.15		

Instructions for document users with access to College Website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If, however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7148 **today!**



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 2 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

1. INTRODUCTION

- 1.1 These regulations aim at a full and proper understanding of the MCAST Library and Learning Resources Centres (LLRCs) users' entitlements and responsibilities.
- 1.2 The main objective of these regulations, which are approved by the MCAST Vocational and Professional Council (VPC) is to provide all Library users with the opportunity to make the fullest use of the Libraries.
- 1.3 The MCAST Libraries are open for the purposes of study, research and informal teaching. All Library Members are expected to respect the Library Users Code of Behaviour, which is stipulated in Section 7 (Behaviour in the Library) of these regulations.
- 1.4 Library users are expected to cooperate fully with the Library officers in order to ensure the smooth administration of the MCAST Libraries.
- 1.5 Library Management may use their discretion for valid reasons in the application of these regulations.
- 1.6 The Library ensures that the College website provides updated information about Library collections, access, opening hours, special events, news, services, research facilities and other relevant information.
- 1.7 The Library shall normally open on all working days during stipulated hours prescribed by the Library Management from time to time. Detailed opening times for each Library are available on-line on the Library's webpage here <https://mcast.edu.mt/library-opening-hours/>

2. SCOPE

These Library Regulations, are applicable to all Library users.

3. Definitions of Terms and Acronyms

- 3.1 **"Library / Library and Learning Resource Centre (LLRC)"** refers to all College library premises under the direct jurisdiction of the Library Director, including the Main Campus Library at Paola, the Centre for Agriculture, Aquatics and Animal Sciences (CAAAS) Library at Qormi, Institute for the Creative Arts (ICA) Library at Mosta and Gozo Campus Learning Resources.
- 3.2 **'Library Director'** The person who has the overall responsibility for the MCAST Libraries as well as officer/s in charge of the Library during the absence of the Library Director.
- 3.3 **'Library Management'** refers to the collective body comprising the Library Director, and any other management roles within the Library.
- 3.4 **'Library Officers'** refers to all employees assigned to the MCAST Library and Learning Resources Centre who are responsible for the administration, operation, and delivery of library services and resources in accordance with institutional policies and regulations.
- 3.5 **'Library members'** Any person using the library by their eligibility under Section 4 of these regulations.



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 3 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

3.6 'Library items' Any information item, in physical and/or digital/electronic format, which is available either for use on the premises, or for loan from the MCAST Libraries.

3.7 'Library Users' Individuals who visit and make use of the library, but who do not borrow materials

3.8 'Library Borrowers' Are Library users who check out items and therefore are responsible in cases of loss or damage.

4. Library Members

4.1 Library membership shall consist of the following categories:

- a. active and 'ex' members of the Board of Governors;
- b. members of the Vocational and Professional Council (VPC);
- c. academic staff;
- d. members of the administrative staff, and
- e. all students who follow any MCAST programme of studies, which is made available as a full-time, part-time, or evening course.
- f. members of the public who have registered as 'Friends of the MCAST Library'.

4.2 Library membership for MCAST staff and students is achieved through a registration form, which can be downloaded from <https://mcast.edu.mt/library-registration/> or obtained from any library circulation counter.

4.3 All prospective users may submit a duly completed Library Membership Application Form to any MCAST Library, together with a recent passport-size photograph, or send their application by email to LLRC@mcast.edu.mt.

4.4 Applicants shall be required to present a valid personal identification document, such as a National Identity Card, Passport, or Residence Card, either at the time of submitting the application or upon collection of the Library Membership Card. Failure to provide such identification shall render the application incomplete.

4.5 In the case of MCAST students, the official MCAST Student card is the only valid document.

4.6 MCAST staff and students have access to Library PCs on all Library sites. In the Main Library, Paola and in some offsite Institute libraries, PC users require a username and a password, which are issued by the MCAST IT office and obtained from the respective Institutes.

4.7 The Library Director has the discretion to admit day visitors to the Library. Guests are not entitled to borrow library items.

4.8 Access control gates at the Main Library in Paola require scanning a **valid MCAST ID card** to enter the library. Staff members can obtain one by emailing staffcards@mcast.edu.mt with their photo. Students may also use their valid MCAST ID card.

4.9 Library users who fail to bring their Library Card upon entry shall be required to log into the Day Pass Ticket Kiosk and obtain a Day Pass Ticket, which must be used to access the Library through the security gate. The Day Pass Ticket is valid for one day only.



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 4 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

5. Friends of the MCAST Library

- 5.1** Residents of Malta holding a valid Maltese ID card / Residence Permit card may register as Friends of MCAST Library, a scheme designed to extend library membership to the wider community.
- 5.2** Friends of the Library are granted access to selected library resources and services at the Main Library, Paola, fostering engagement with learning, reading, and research beyond the College.
- 5.3** Applicants are required to complete the registration form (available at <https://mcast.edu.mt/friends-of-mcast-library/> or from any library circulation counters) and submit it to the Library either via the generic email LLRC@mcast.edu.mt or in person, together with a clear passport-size photograph (hard copy or JPG format).
- 5.4** Upon approval, the Library will issue a membership card.
- 5.5** Due to limited space, Friends of MCAST Library are not authorised to access or make use of satellite library facilities. However, they may request the transfer of books from satellite libraries to the Main Library, Paola, for consultation or borrowing.
- 5.6** Friends of MCAST Library are permitted to access Library computer workstations located in the Main Library, Paola. Login credentials shall be issued by Library officers at the reception counter.

6. Special Permits

- 6.1** Special Permits may be issued, with the approval of the Library Director, to visiting members of recognised overseas colleges, who may not borrow library items. Applicants under subparagraphs of this regulation require a written recommendation by the recognised overseas institution.

7. Fees

- 7.1** Access to the Library premises shall remain free of charge to all users.
- 7.2** Library users falling under the Friends of the MCAST Library category shall be required to pay a refundable annual deposit fee of **€50** for the purpose of borrowing library materials. This fee can be refunded at the end of the academic year by 28th June provided all the books are returned and the user does not have any pending overdue fines to pay.

8. Loan of Library items

- 8.1** Library members may borrow Library items from the Library on presentation of a valid personal identification document, as specified in 4.4, and after a record of their loan has been made by the Library officer at the Library Counter.
- 8.2** Library members can borrow library items for their personal use only, and they should not lend them to any person, whether such individuals are entitled to use the Library or not.
- 8.3** Library-members must return library items when these are due for return, on or before the date stamped on them, as electronically marked, or as notified to the user at the time of issue or renewal, unless recalled.



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 5 of 10
Document Number	041	Document Revision	H	Date Issued 16.12.2025

- 8.4** Library members wanting to renew library items have to present them in person, together with valid identification document, or electronically through <https://mcast.primo.exlibrisgroup.com/mng/login> page.
- 8.5** In the case of physical library items' loans and loan renewals, the date-label on the library item must be stamped by the Library Officers indicating when the library item is due for return. In the case of online renewals, there will be no such stamp. It becomes entirely the user's responsibility to take note of the new return date, electronically generated. Such new return dates can be viewed electronically through the Library webpage <https://mcast.primo.exlibrisgroup.com/mng/login>
- 8.6** Library members are held responsible for all library items issued to their name and shall bear full responsibility for their proper care and safekeeping while in their possession or use. This will be the case until the library records show that such items have been returned. In cases where library users dispute these library records, the final word of the Library Management will hold, unless Library users can provide documented proof otherwise.
- 8.7** Any form of damage, defacement, or alteration to library materials is strictly prohibited and constitutes a serious breach of library regulations.
- 8.8** Writing, marking, underlining, highlighting, folding pages, or tracing illustrations in library materials is not permitted under any circumstances and will be required to replace the latest edition in new or excellent condition or pay the replacement cost of the new edition.
- 8.9** The use of ink or any other substance that may cause damage to Library materials or property is strictly prohibited. This includes, but is not limited to, the use of fountain pens or any writing instruments that contain liquid ink within the Library premises
- 8.10** Library members are required to examine any item before borrowing and to report immediately to the Library Officer any existing scribbles, markings, or damage found in the material. Failure to report such issues at the time of borrowing may result in the user being held responsible for the damage and charged the replacement cost of the latest edition of the item.
- 8.11** Reproduction of library materials, in any format or by any means, shall be subject to applicable copyright legislation and may only be undertaken with prior authorisation from the Library Director or designated Library Officer.
- 8.12** Users/ members shall be required to replace or compensate for any loss or damage to library property, to the satisfaction of the Library Management.
- 8.13** Users/ members shall be held financially and disciplinarily responsible for any damage or disruption caused through the misuse of the library's electronic resources, systems, or equipment.
- 8.14** Reference library items whose shelf mark is 'R' may not be generally borrowed, unless permission is granted for an overnight loan by the Library Director at his/her discretion. Such library item loans will be allowed from an hour before the Library closes until 09.00am the next working day.
- 8.15** The Library Director may vary the loan period, withhold, or restrict the circulation of any library item in the Library.



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 6 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

8.16 Library items may be renewed for a further loan period if they are not required by another user. Library items may be renewed either in person or by email or electronically, through [Library Account](https://mcast.primo.exlibrisgroup.com/mng/login) web page. <https://mcast.primo.exlibrisgroup.com/mng/login>

8.17 The Library Officer may recall a library item on loan at any time. The library item must then be returned to the Library by the date specified on the recall notice, notwithstanding the date stamped on the library item, or notified at the time of issue or renewal.

8.18 The Library Officer may refuse to renew a loan for valid reasons.

8.19 At any one time, Library members or Permit holders may have in their possession not more than the number of library items specified below:

User type	Maximum number of library items on loan
MCAST Staff - Academic and Administrative	Seven (7)
MCAST Student MQF Levels: 7 and 8	Six (6)
MCAST Student MQF Levels: 4, 5 and 6	Five (5)
MCAST Student MQF Levels: 1, 2 and 3	Four (4)
Friends of the MCAST Library	Three (3)

8.20 Library items shall be issued for an initial loan period and will be **automatically renewed three times**, provided that no reservation or recall has been placed on the item by another user. If the loan period of a library item is three weeks, it may be **automatically renewed up to three times**, allowing it to be retained for a maximum total borrowing period of **three months**, unless otherwise specified by the Library. Thereafter, items may be **renewed** online by the user until **28th June**, subject to availability and Library approval.

9. Overdue Loans and Library Fines

9.1 A fine of €0.12 (twelve Euro cents) per day shall be incurred by Library members when they fail to return the library item of three weeks duration to the Library by the official return date.

9.2 A fine of €0.25 (twenty-five Euro cents) per day is incurred by Library users when they fail to return the library item of one week duration to the Library by the official return date.

9.3 A fine of 0.50 (fifty Euro cents) per day is incurred as an overdue fine for a Requested, Recalled and/or One-day item.

9.4 The maximum overdue fine for any single overdue item is €25.00.

9.4.1 Failure to cover this fine for a period of 7 consecutive days will automatically lead to the indefinite suspension of the member's borrowing rights until such fine is paid.

9.4.2 A formal warning shall be issued for the late return of library items. Third time offenders may have their borrowing rights suspended indefinitely even if fines are paid.

9.4.3 In the case of students failing to pay overdue fines, MCAST reserves the right to withhold a student's stipend until such a fine is paid.

9.4.4 If an overdue Library item remains unreturned after a period of three months, the item shall be declared lost, and the borrower shall be liable to pay the full replacement cost of the latest edition of the item, in addition to any accrued overdue fines.



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 7 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

9.4.5 Lost or damaged item: If a borrowed item is confirmed lost or damaged beyond repair, borrowers are either to provide a new copy of the latest edition as a replacement or pay for the replacement cost for the newer edition as per the availability. The replacement must be the same or a newer edition and in new or excellent condition. Borrowers are required to report the loss of any Library item immediately. Failure to do so will result in the accrual of overdue fines up to the date on which the loss is formally reported to the Library.

The library reserves the right to refuse any replacement that does not meet these conditions.

10. ENFORCED RETURN OF LIBRARY ITEMS

Apart from the normal process for the return of items following the termination of the loan period, a number of scenarios might see borrowers forced to return borrowed items. Such Scenarios are explored in 10.1 and 10.2 below.

10.1 Termination of Contract; Cessation or Completion of Studies

10.1.1 Students must return all Library items upon the termination or immediately upon completion or cessation of their course of studies, whichever occurs first. The College shall preclude students who do not abide by this regulation from progressing or graduating.

10.1.2 Erasmus students and students enrolled in short courses shall be required to return all borrowed library materials prior to the completion of their course and before their departure from MCAST. The certificates will be withheld if these conditions are not met.

10.1.3 Members of staff must return all Library items upon termination of their employment contract, resignation, or cessation of duties with MCAST. The College shall seek legal advice and take any recommended legal action should borrowers fail to abide by this regulation.

10.1.4 Students (graduating and/or terminating studies) and Staff (who's contract is terminated and /or resigned) shall cease to have library use rights, unless they apply for *Friends of MCAST Library* membership as explained above.

10.2 Closing of the Academic Year and Summer Reissues, and Continuation of Studies

10.2.1 Before the 28th of June of each academic year, All Library members must physically return all borrowed Library items and settle any outstanding obligations.

10.2.2 For continuing staff and Friends of MCAST Library members, library items may be reissued for the summer period.

10.2.3 For students, summer reissues may be granted at the discretion of the Library Director, subject to academic status, demand for the item, and compliance with library borrowing regulations.

10.2.4 **IMPORTANT NOTE:** Progressing and Continuing students will automatically regain their library use rights as soon as their status is confirmed via the College CMIS.

11. Copyright

11.1 Library users are expected to familiarize themselves and follow the provisions stipulated by the local Copyright Act XIII of 2000, and subsequent amendments.



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 8 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

- 11.2** Library users must understand that MCAST reserves its right to take legal action against individuals who cause it to be involved in legal proceedings as a result of violation of its electronic and/or other resources licensing agreements.

12. Dissertations and Theses

All Institutes and Departments shall deposit at the Library a copy of, dissertations and theses of all students following courses at Level 5 or higher. Level 4 copies of similar works will be accepted after their level is screened and suitably recommended by the Institute. The provisions of Copyright law and any restrictions on the use of these dissertations and theses shall be respected.

13. Behaviour in the Library

- 13.1** Library users are required to carry a valid MCAST ID card including the holder's photo at all times, as a form of identification and a means of access to the libraries and show it when requested by Library Officers, or security.

To gain access to the library, the MCAST ID card must be scanned at the entrance gates. ID cards should never be shared.

- 13.2** Surveillance cameras are installed throughout the library.

- 13.3** All library users are expected to treat Library Personnel with courtesy, respect, and professionalism at all times. Any form of abusive language, harassment, or disrespectful behaviour towards staff will not be tolerated and may result in disciplinary or legal action in accordance with MCAST policies and regulations.

- 13.4** Library users are expected to respect one another and to be caring, considerate, and cooperative at all times.

- 13.5** Users must also maintain silence in designated quiet areas and wherever instructed, to preserve an atmosphere conducive to study and research.

- 13.6** Library users have to respect silence in all public study areas, except in areas, specifically set aside for group study, discussion, informal lecturing or presentation purposes.

- 13.7** All Library users are expected to wear decent clothes, follow Library regulations and procedures, enhance the learning experience of other Library users through proper conduct, and to be fully responsible for the good maintenance of the LLRCs.

- 13.8** Tampering with equipment is not allowed and damage, even if accidental, should be reported immediately.

- 13.9** The Library staff is authorized to remove any unattended articles left on chairs, tables or anywhere else in the Library, at all times.

- 13.10** The Library accepts no responsibility for belongings left in the Library buildings.

- 13.11** Library users have to vacate the Library as instructed, a few minutes before closing time.



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 9 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

13.12 Refusal to cooperate with Library officers or security is considered to be a very serious breach of regulations and will lead to disciplinary action.

13.13 Library Officers, or the security guards may request Library users to show all Library items at the entry or exit. In such situations, Library users must make available for inspection any other objects in their possession, including personal effects.

13.14 Library users who misplace, or take away Library items, or any property belonging to other Library users will lose their right of access to the Library for a period stipulated by the Library Management. They may also be liable to prosecution. MCAST students will be subject to Disciplinary action under the relative Institute Disciplinary Board (IDB) as per the document referenced below.

Reference Document

DOC 188 College Academic Board Procedures

13.15 Oversize bags, cases and parcels are not allowed inside the Library. These personal belongings must be kept in the allocated areas/lockers near the Library entrance. It is the responsibility of the library user to ensure that no valuables are left in these areas.

13.15.1 Library lockers are free and for the **daily use** of the Library users. Lockers are to be locked safely with a 1 Euro coin that will be refunded when the locker is opened to collect the items. Lockers will be emptied at the end of the day. The Library takes no responsibility for the loss of or damage to personal items.

13.16 Library users may use their own laptops or other electronic equipment, only in accordance with instructions from library Officers.

13.17 Library Officer may refuse any user from carrying any material into the library, which material could in their judgement, cause damage to Library material, equipment, furniture and furnishings, or which could cause disturbance to other users. Such material found within the library may be confiscated and returned to the user on departure.

13.18 The consumption of food (including sweets, snacks and chewing gum) and drinks (with the exception of a small bottle of water, coffee mugs with lids, and bottled soft drinks) in any part of the library is strictly prohibited.

13.19 Library users may use personal sound equipment in the Library, only if headphones are used and its use does not cause any disturbance to others. Mobile phone use is only allowed in stairwells and at the main library entrance. Cameras and recording equipment are not allowed at all, unless by special permission from the Library Director.

13.20 A detailed list of regulations governing the use of IT (Information Technology) and AV (Audio Visual) may be found here. Library users may only use such services and equipment for study, research and informal teaching purposes.

13.21 The Library Officers or the security guards may require any Library user who is guilty of disorderly or improper conduct, or who is in breach of these regulations to leave the Library.

13.22 Library users must follow all other reasonable requests from library Officer.

13.23 Smoking or electronic cigarettes, or vapes, is strictly forbidden on the library floors, including the open areas (terraces).



Document Title	LIBRARY AND LEARNING RESOURCES CENTRE REGULATIONS			Page 10 of 10
Document Number	041	Document Revision	H	Date Issued
				16.12.2025

13.24 Subject to the provision of the above regulations, the Library Director shall be responsible for the administration and internal discipline of the Library. The Library officers or security is authorized to exclude temporarily from the Library and deprive from all rights and privileges of membership any Library user infringing these regulations. Any such measures shall be reported to the Library Management. MCAST Students will be reported to their respective institute or Centre and may be subject to additional Disciplinary action by their respective Institute Disciplinary Board.

13.25 All library users are expected to maintain appropriate behaviour within the Library premises. Public displays of unwarranted emotion from excessive displays of affection to bullying, for which MCAST has a zero tolerance policy, are not permitted. The College shall seek legal advice and take any recommended legal action should any users fail to abide by this regulation.

14. Study Areas and Noise Regulations

14.1 The Main Library at Paola provides designated spaces to support different study needs. The second floor is reserved for group study, where quiet discussion is permitted; however, shouting, loud conversations, or disruptive behaviour are strictly prohibited to avoid disturbing others. The third floor is designated as an individual silent study area, where complete silence must be maintained at all times.

15. Final Provisions

15.1 Adherence to these regulations is required from all users at all times. However, in exceptional and justifiable circumstances—such as verified illness or unavoidable absence—disciplinary measures may be modified or waived at the discretion of the Library Director, in consultation with Library and Institute Management.

15.2 Library users are strictly prohibited from bringing any **illegal, hazardous, or prohibited items** into the Library premises (such as Mind Altering Substances, brandishing of weapons and/ or misuse of tools). Possession of such items will result in **immediate disciplinary action** and may be referred to the appropriate **law enforcement authorities**.

15.3 All users of the MCAST Library and Learning Resource Centre are required to adhere to these regulations to ensure the proper use and preservation of library resources, building, furniture and equipment, and to maintain an environment conducive to learning and research.

15.4 Exceptions to these regulations may be granted only under exceptional circumstances, at the discretion of the Library Management, and must be duly justified.

15.5 The Library reserves the right to review, amend, or update these regulations periodically to reflect institutional policies, technological developments, or operational requirements.

15.6 Any matters not expressly covered by these regulations shall be determined by the Library Management, whose decision shall be considered final.